



222

**BHUBANESWAR DEVELOPMENT AUTHORITY  
AKASH SHOVA BUILDING,  
JAWAHARLAL NEHRU MARG, BHUBANESWAR – 751001**

No. 39756/BDA  
Planning (III)-197/23

Dated ..... 29.09.2023

**OFFICE ORDER**

As per decision taken in the meeting held on Dt. 12.09.23 under the Chairmanship of Principal Secretary, H & UD Department, GoO, a checklist has been finalized for easing out scrutiny of different important elements of building plan approval. All planning assistants are required to scrutinize the application thoroughly and upload in the checklist format (As per **Annexure A**) along with additional observations, if any before sending it to Planning Officers. All compliances required for processing of the application are to be raised all at once after detail scrutiny.


Further, For Category 'A' Buildings (Residential buildings with plot size and height less than 10 mts. without basement and stilt) the applicant and Architect/Registered Technical person shall submit joint declaration pertaining to site inspection report as per the format at **Annexure B** along with sketch map. In such cases, no field inspection shall be done by the authority.


This order shall come in to force with immediate effect.

39757  
Memo No...../ BDA,

dated ..... 29.09.2023

Copy to All Officers of Planning Branch/ All Planning Assistants/ F.I.s/  
D.A.s/S.O. for information and necessary action.

  
**Planning member  
BDA, Bhubaneswar**

  
**Planning member  
BDA, Bhubaneswar**

## ANNEXURE-A

**CHECKLIST**

<b>File No:</b>			
1	<b>Applicant's Name</b>		
2	<b>Documents submitted</b> (tick in the box, as applicable)		Correct/ Incorrect /remarks
	i	Self-signed Xerox copies of Ownership Documents	<b>S / NS /NR</b>
	ii	Copy of Agreement with Project Management Organisation [ <i>see Rule 45, 46 and 4 of ODA (CAF) Rules, 2016</i> ]	<b>S / NS /NR</b>
	iii	Copy of certificate of registration of Architect/Technical Person	<b>S / NS /NR</b>
	iv	Affidavit in original in prescribed format	<b>S / NS /NR</b>
	v	Two photographs of the site	<b>S / NS /NR</b>
	vi	Supervision Form	<b>S / NS /NR</b>
	vii	Structural Stability Certificate	<b>S / NS /NR</b>
	viii	Submission of copy of plan showing Final plot of approved layout plan/ Government or statutory body scheme/regularized plot.	<b>S / NS /NR</b>
3	<b>Plans submitted</b> (tick in the box, as applicable)		Correct/ Incorrect /remarks
	(i)	Key Plan	<b>S / NS</b>
	(ii)	Site Plan	<b>S / NS</b>
	(iii)	Site Layout Plan (where applicable)	<b>S / NS /NR</b>
	(iv)	Sub-division Layout Plan (where applicable)	<b>S / NS /NR</b>
	(v)	Building Services Plan	<b>S / NS /NR</b>
	(vi)	Electrical layout plan	<b>S / NS /NR</b>
	(vii)	Landscape Plan	<b>S / NS /NR</b>
	(viii)	Waste Management Plan	<b>S / NS /NR</b>
	(ix)	External Infrastructure Development Plan	<b>S / NS /NR</b>
	(x)	Specifications	<b>S / NS</b>
	(xi)	Whether all plans, drawings, statements, design details have been signed by the applicant/ architect/ technical person.	YES NO

4	<b>NOC's/clearance submitted</b> along with the application form, if any (please tick)			Correct/ Incorrect /remarks
	(i)	EIDP NOC from ULB/PDDRDA	<b>S / NS /NR</b>	
	(ii)	Fire Safety Recommendation	<b>S / NS /NR</b>	
	(iii)	NOC from Airports Authority of India	<b>S / NS /NR</b>	
	(iv)	NOC from State Archaeology	<b>S / NS /NR</b>	
	(v)	NOC from National Monuments Authority (NMA) -for ASI protected monuments	<b>S / NS /NR</b>	
	(vi)	NOC from Commissioner of Police for construction near important buildings.	<b>S / NS /NR</b>	
	(vii)	NOC in respect of Eco-Sensitive Zone	<b>S / NS /NR</b>	
	(viii)	NOC from Pollution Control Board	<b>S / NS /NR</b>	
	(ix)	NOC from WATCO/PHEO for water supply and sewerage	<b>S / NS /NR</b>	
	(x)	NOC for Ground Water withdrawal	<b>S / NS /NR</b>	
	(xi)	Environmental Clearance	<b>S / NS /NR</b>	
	(xii)	Structural Vetting	<b>S / NS /NR</b>	
(xiii)	Any other -Please specify_____	<b>S / NS /NR</b>		
5	<b>Existing Road Width</b> (means of access):			(in meter)
6	<b>Proposed Activity</b> (specify activities; e.g, Apartment/ Hotel / Hostel/ Shopping Mall / Hospital/ IT-ITES, etc)			
7	Whether the proposed activity of the building or part of the building falls under the following:			
	Assembly Building	Special Building	Hazardous Building	None of the specified
8	<b>Built-up Area</b> (in Sq.m)			
	Total Built-up Area (including exemptions):			
	Total Built-up Area (calculated towards FAR)			
	Total Built-up (FAR) Area upto Base FAR			
	Total Built-up (FAR) Area above Base FAR			
9	<b>Floor Area Ratio</b> (Rule 35)			
	Base FAR:	2.00	Max Permissible FAR:	FAR Achieved:

10	<b>Proposed Building Height</b>	Specify:—	(in meter)
----	---------------------------------	-----------	------------

11	<b>Setback Requirement</b> (open spaces around the building- Rule 33)				
	Required Setback (in meter)	Specify:	Provided as per drawing (in meter):	Front: _____ Left: _____ Right: _____ Rear: _____	Whether complying with the norms?

12	Ground Coverage:	Required:	Provided:
----	------------------	-----------	-----------

13	<b>A). Off-street Parking Requirement</b> (Rule 37)	Required:	Provided:
----	---	-----------	-----------

14	<b>Basement Uses:</b>	Conforming/ Non-conforming	Remarks:
----	-----------------------	----------------------------	----------

15	<b>Security Deposit</b>	Required/ Not Required	Remarks:
----	-------------------------	------------------------	----------

16. Whether building requires DP&BP committee approval/recommendation	YES  NO
---	---------------

<b>Remarks.—</b>
------------------

_____ <b>Signature of Technical Person</b> (Planning Assistant/A.A.D./ Arch.Asst /D.Man/J.E.	_____ <b>Name of Technical Person</b>
--	--

ANNEXURE-B

FORMAT FOR JOINT DECLARATION BY APPLICANT AND ARCHITECT/  
REGISTERED TECHNICAL PERSON, PERTAINING TO SITE INSPECTION REPORT.

1. That, the plot no.\_\_\_\_\_ in Mouza \_\_\_\_\_ over which the application u/s-16 of ODA Act, 1982 has been submitted has been inspected by myself Sri/Smt\_\_\_\_\_, the applicant and Sri/Smt\_\_\_\_\_, the architect/registered technical person on date \_\_\_\_\_ and we are completely satisfied that the Site Inspection sketchmap prepared by us basing on both the site measurements and relevant ownership documents is exactly as per existing situation, on site;
2. That the plot over which construction is proposed is abutting to a public/private means of access of \_\_\_\_m. Width.
3. That the nature of the road is Kutcha / Morrum / Metalled / Blacktp / Concrete / Paved.
4. That, the site is not a waterlogged/low lying land /floodable land.
5. That the plot/building is not near any 33KV/11KV line and in case of existing 33KV/11KV line near the plot/proposed building, the same has been proposed after leaving the required vertical and horizontal distance from the 33KV/11KV line as provided under ODA (P&BS) Rules, 2020, as amended from time to time.
6. That, in the event of any dispute over ownership or alignment or width of the approach road as shown in the building plan and also in the joint site inspection sketchmap as appended to this affidavit, the Authority shall not be held responsible and made party to such dispute. Any development undertaken with approval accorded on the basis of above private or public access road, this shall be solely at our (i.e. Applicant and Architect/Registered Technical Person) own cost and risk.

7. That, the plot size, area and plot dimension are exactly as shown in the building plan and appended site inspection sketchmap and the applicant has not encroached any public or private land beyond the land area lawfully owned by applicant and as shown in the building plan submitted for approval.
8. That, the applicant has not started any construction / The construction has already been made; and the same is shown in the building plan as per the actual existing condition on site.
9. That, if At any point of time, this declaration is found to be incorrect, the Authority shall be at liberty to initiate action against the applicant and the architect/registered technical person and revoke the permission so issued as a result of such incorrect declaration.
10. That the affidavit is required to be produced before the \_\_\_\_ Development Authority/  
\_\_\_\_\_ Urban Local Body for permission u/s-16 of ODA Act, 1982.

That the facts stated above are true to the best of my knowledge and belief.

Deponent (Applicant)

Deponent (Architect/Registered Technical Person)

**SKETCH MAP SHALL SHOW THE FOLLOWING.-**

- 1) Plot No. \_\_\_\_\_
- 2) Khata No. \_\_\_\_\_
- 3) Mouza. \_\_\_\_\_
- 4) Name of Land owner: \_\_\_\_\_
- 5) Width of approach road: \_\_\_\_\_ meter
- 6) Plot Area as per record: \_\_\_\_\_ Sq.m
- 7) Plot Area as per possession: \_\_\_\_\_ Sq.m

SPACE FOR SKETCH MAP

Note: The sketch map shall show the Plot boundary and plot number of concerned plot, Plot number on all sides of concerned plot, Plot dimensions and width of the road.